

SECRET

~~SECRET~~CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

SUBJECT: Distribution and Control of the National Security Council Intelligence Directives and the Director of Central Intelligence Directives.

1. Physical distribution and accountability of the NSCID's and DCID's is the responsibility of the Office of Collection and Dissemination.

2. Distribution will be controlled by the Executive's Office in every instance.

3. All copies of the NSCID's being received by the Coordination, Operations and Policy Staff will be forwarded to the Executive's Office, where distribution will be indicated and <sup>fr</sup> dispatched to the Office of Collection and Dissemination for distribution.

4. Director of Central Intelligence Directives when published by the Reproduction Plant will be sent to OCD and one copy dispatched directly to the Executive's Office. OCD Distribution <sup>unit</sup> will not disseminate the document unless the Executive's Office has approved dispatch. provided an approved distribution list.

5. National Security Council Intelligence Directives and Director of Central Intelligence Directives will be distributed only as indicated by the Office of the Executive and no further distribution will be made by the recipient without the approval of the Executive Office. Additional distribution of extra copies must also be approved by the Executive Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION:

~~SECRET~~

STATINTL

Send or  
to ODC

pls to Ex for pullar  
instructions & distribution.

No info. by word or  
anyone except my OR  
of Ex's Office.

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UNCLASSIFIED	RESTRICTED	<b>CONFIDENTIAL</b>	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Ex	Claw	18 Nov
2	[REDACTED]		
3			
4			
5			
FROM		INITIALS	DATE
1	Chet Tcs		
2			
3			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input type="checkbox"/> COMMENT <input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> SIGNATURE <input type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input type="checkbox"/> FILE
<b>REMARKS:</b> The draft you desired. <hr/> (2) Please hold for return of Mr. Saunders - Claw			
SECRET		<b>CONFIDENTIAL</b>	RESTRICTED UNCLASSIFIED
FORM NO. 30-4 SEP 1947			

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED] Management Officer DATE: 21 November 1949

FROM : Chief, Advisory Council

SUBJECT: Distribution and Control of the NSCID's and DCID's

Chief, Advisory Council, concurs in your memorandum of 16 November 1949 regarding distribution and control of NSCID's and DCID's.

25X1A

for [REDACTED]  
Captain, USN

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UNCLASSIFIED RESTRICTED CONFIDENTIAL (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) **SECRET**

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP *AD* [REDACTED]

TO		INITIALS	DATE
1	Asst. Director for Collection and Dissemination	<i>Chas 21 Nov</i>	
2	<i>Management Office</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	Management Officer	<i>PL</i>	11/16/49
2			
3			

APPROVAL       INFORMATION       SIGNATURE  
 ACTION       DIRECT REPLY       RETURN  
 COMMENT       PREPARATION OF REPLY       DISPATCH  
 CONCURRENCE       RECOMMENDATION       FILE

REMARKS: Report *3 copies* as initially  
approved be sent this  
office for AD/OCB,  
Liaison, and Library.  
*first*

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FORM NO. 30-4  
SEP 1947

**SECRET**

16 November 1949

MEMORANDUM FOR: Chief, Advisory Council  
Assistant Director for Collection and Dissemination

SUBJECT: Distribution and Control of the NSCID's and DCID's.

25X1A 1. To confirm conversations and verbal agreements between  
25X1A of OCD, [REDACTED] of the Advisory  
25X1A Council, and [REDACTED] Management Officer, the following proce-  
25X1A dure will be observed in the distribution and accountability of  
25X1A the NSCID's, DCID's, [REDACTED] material and JCS material:

a. The NSCID's and DCID's will be distributed by OCD  
based upon the predetermined distribution established by the  
Executive. However, as each issue is sent to OCD for distri-  
bution, the Executive Office will be contacted for verifica-  
tion of the distribution list prior to dissemination. Re-  
quests for additional copies from any source will also be  
subject to the approval of the Executive Office.

b. JCS material is already being handled by OCD and does  
not need clarification here.

c. All old [REDACTED] material will be turned over to OCD for  
central filing.

d. NSC's will be handled by the Director's Office, and  
are not considered a part of this study.

e. Certain NSCID's which have already been received will  
be held by the Advisory Council because of extremely limited  
distribution, and will be acted upon by separate instruction.  
They are NSCID's Nos. 5 and 9.

25X1A 2. Request that your comment or concurrence on the above sub-  
ject be returned to the Management Staff on or before 25 November  
1949.

25X1A

*Concur for OCD*

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STANDARD FORM NO. 64

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Executive Registry

0-7615

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Deputy Executive

DATE: 16 November 1949

FROM : Management Officer

SUBJECT: Distribution and Control of the NSCID's and DCID's.

Reference the attached penciled memorandum from you dated 14 November 1969, this is to advise that the material in question had been transferred to OCD prior to your departure for military duty. The policy for distribution will undoubtedly be satisfied before your return on the 29th of November, with the exception of certain very limited distribution items (NSCID Nos. 5 and 9). This will be held for your decision. For the procedure regarding distribution, see the attached memo addressed to the Advisory Council and OCD.

25X1A



1 Attach.  
Cy Memo 11/16/49

Margaret

Take over 5 & 9 file for later  
determination re OCD handling.

10  
21 Nov

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(SENDER WILL CIRCLE C' LIFICATION (TOP AND BOTTOM))			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	[REDACTED]		
2	via:DD/A	OS	7 Feb
3			
4			
5			
FROM		INITIALS	DATE
1	Exec Asst to DCI	bs	6 Feb 51
2			
3			
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE			
<b>REMARKS:</b> Per telephone conversation. (1) Please issue change in orders. <i>ws</i>			
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FORM NO. 30-4 SEP 1947			

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020043-5

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UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP ER1-996 Ref: ER1-813				
TO		INITIALS	DATE	
1	Chief, COAPS	PR	29 June	
2	Management Office, Central Records			
3				
4				
5				
FROM		INITIALS	DATE	
1	Acting Efer	103	28 June	
2				
3				
<input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input type="checkbox"/> COMMENT <input type="checkbox"/> CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> SIGNATURE <input type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input checked="" type="checkbox"/> FILE	
<b>REMARKS:</b> DCI has signed stencil which will be reproduced & distributed immediately. <i>W</i>				
(SECRET)		CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
FORM NO. 30-4 SEP 1947				

Next 3 Page(s) In Document Exempt

UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	Acting Executive	103	15 June	
2	Chief, COAPS			
3				
4				
5				
FROM		INITIALS	DATE	
1	Chief, COAPS	PR	14 June	
2				
3				
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE				
<b>REMARKS:</b> Recommended changes are indicated in pencil on the draft.				
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FORM NO. 30-4 SEP 1947				

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SECRET

4 358

STANDARD FORM NO. 64

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020043-5

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Coordination, Operations & Policy Staff      DATE: 19 June 1950

FROM : Assistant Director, Office of Special Operations

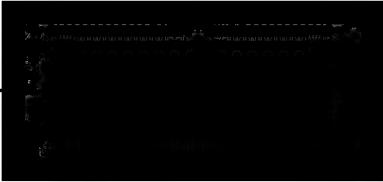
SUBJECT: [REDACTED]

Enclosure: Draft Administrative Instruction dated 13 June 1950

25X1C

The attached draft Administrative Instruction dated 13 June 1950 is concurred in with the exception of the last sentence of paragraph 3b. It is recommended that that portion of the sentence beginning with "and that the specific" to the end, be eliminated. However, if this specific statement has been included as an "SOP" for OPC, then it is recommended that the paper be changed only by adding at the end of the sentence, "and conversely AD/PC will fully recognize the specific interest of OSO." ←

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25X1C

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CIRCULATE  
IN COAPS

<u>CHIEF</u>	<u>P</u>
<u>STATE</u>	<u>8 March</u>
<u>ARMY</u>	<u>3</u>
<u>NAVY</u>	<u>6</u>
<u>AIR</u>	<u>P</u>
<u>FILES</u>	
<u>RETURN TO</u>	

I don't think the  
ORE suggestion should  
be accepted since it  
on an interagency basis  
final

25X1C

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## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (Check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM: SP				NO. 26341	
				DATE JUN 20 1950	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. OSP				<i>LSJ</i>	
2. EAD			20	<i>Time</i> <i>CHT</i>	
3. CHIEF, COAPS	<i>7-11</i>	<i>20</i>			25X1A
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM NO. 51-10  
APR 1949

W 5457

SECRET

Next 1 Page(s) In Document Exempt

Ex-1-813

**SECRET**

19 June 1950

TO : Chief, COAPS

FROM : Chief, I&SS

SUBJECT : [REDACTED]

25X1C

REFERENCE: Memorandum of 14 June 1950, enclosing Draft of  
Administrative Instruction, dated 13 June 1950

This is to advise you of the concurrence of this  
Office with the draft of Administrative Instruction, dated  
13 June 1950.

25X1A

[REDACTED]  
SHEFFIELD EDWARDS

Chief, Inspection and Security

**SECRET**

Next 2 Page(s) In Document Exempt